

3/26/12  
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**Acton Community Housing Corporation**

**Nancy Tavernier, Chairman**

**TOWN OF ACTON**

Acton Town Hall

472 Main Street

Acton, Massachusetts, 01720

Telephone (978) 263-9611

[achc@acton-ma.gov](mailto:achc@acton-ma.gov)

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TO: Board of Selectmen  
FROM: Nancy Tavernier, Chair, Acton Community Housing Corporation  
SUBJECT: Acton Meadows Habitat for Humanity- Request for use of housing funds  
DATE: March 16, 2012

The ACHC has voted to recommend to the Board of Selectmen that \$60,000 from the Pulte Housing Gift Fund be granted to Habitat for Humanity. This will help offset the cost of the rehabilitation of an existing unit at the Acton Meadows affordable housing development.

The Pulte Gift Fund was established in 2005 for the purpose of supporting efforts to increase affordable housing stock in Acton. (See attached) The gift fund is under your control and requests for the use of it come from the ACHC. The current balance of the original \$400,000 fund is \$60,045. There have been two other grants from this fund: \$300,000 to fund the local share of the Old High School Commons (Towne building) and \$40,000 to help fund the purchase of a unit at Lalli Terrace for the Acton Housing Authority. ACHC is pleased that this fund, which was intended to fund two offsite units, has helped fund a total of 17 units, 15 at the Old High School, one at Lalli Terrace, and one at Acton Meadows. The use of this fund has benefitted all three affordable housing entities in the Town: ACHC, AHA and Habitat for Humanity. We recommend the fund be closed out with this grant and the \$45 interest income be transferred to the General Fund.

In an effort to bring more diversity to the 26 unit Acton Meadows development, ACHC requested that consideration be given to providing a unit for the Habitat for Humanity program and also units for the Acton Housing Authority to use for their low income rental program. The plan would make the existing house at the front of the property at 263 Great Rd. a Habitat unit to be renovated by volunteers and sold to a family at 30-50% of the Area Median Income. The developer, Steve Steinberg, has enthusiastically agreed to this proposal and has negotiated a purchase and sale agreement with Habitat. DHCD has recently approved this ownership arrangement and has issued a site eligibility letter for the development. A Comprehensive Permit will be filed with the ZBA by the end of this month.

Attached please find a letter from the director of Habitat for Humanity requesting the grant and a very preliminary draft budget for the rehabilitation project.

Thank you for your support.

**HABITAT FOR HUMANITY N. CENTRAL MA**  
**First Draft Budget**  
**265 Great Road Acton MA**

**Income**

4100 · Annual appeal	\$20,000.00
4199 · LPC fundraising expenses	\$5,000.00
4200 · General donations	\$10,000.00
4202 · Church donations	\$10,000.00
4225 · Grants (including ACHC)	\$80,000.00
Gifts in Kind	\$8,000.00

<b>Total Income</b>	<b>\$133,000.00</b>
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**Expense**

Total 7000 · PLANNING	\$3,000.00
Total 7100 · DEMOLITION/PREPARATION	\$30,000.00
Total 7300 · FRAMING	\$5,000.00
Total 7400 · EXT. WINDOWS & DOORS	\$7,500.00
Total 7500 · ELECTRICAL SYSTEMS	\$3,000.00
Total 7600 · PLUMBING SYSTEMS INCLUDES HEAT	\$11,000.00
Total 7900 · ROOFING	\$4,000.00
Total 7950 · INSULATION & DRYWALL	\$5,000.00
Total 8000 · EXTERIOR VENEER	\$2,000.00
Total 8100 · CABINETRY AND COUNTERS	\$2,500.00
Total 8200 · FLOOR COVERING	\$4,000.00
Total 8300 · INTERIOR FINISHES	\$1,500.00
Total 8500 · Appliances	\$2,000.00
Total 8920 · JOBSITE FACILITIES	\$4,500.00
Total 8950 · MISCELLANEOUS	\$5,000.00

Site Management	\$15,000.00
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Purchase of property	\$21,000.00
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5% overrun	\$6,425.00
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<b>Total Expense</b>	<b>\$132,425.00</b>
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One Oak Hill Road • Fitchburg, MA 01420 • Tel: 978-348-2749  
office@ncmhabitat.org • www.ncmhabitat.org • Fax: 978-343-9386

March 15, 2012

Acton Community Housing Corporation  
472 Main St  
Acton, MA 01720

To the Acton Community Housing Corporation:

Habitat for Humanity North Central Massachusetts, Inc. would like to submit a proposal for funding for the home at 265 Great Rd, Acton which is part of the Acton Meadows project developed by Great Road LLC. In order to further our mission of providing decent and affordable housing to families in need, Steve Steinberg is selling us this home for our volunteers to rehab. We are thrilled to have the opportunity to rehab a project and improve an area while at the same time partnering with a successful business endeavor.

It is our plan to commence the rehab project this summer and complete it by the end of the calendar year, if not sooner. We will be calling on the residents of Acton and surrounding towns to come forward and help with resource development and volunteers. The project will be overseen by our Fitchburg office staff including our construction manager in concert with local residents who want to support Habitat.

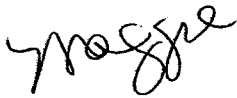
We have just recently toured the inside of the home with Peter Conant and Steve Steinberg. It is our determination that while the house is structurally sound it will still need a great deal of work to bring it up to both our standards and the standards of the proposed development. To that end, we anticipate renovating the entire interior of the home including demolishing interior walls, adding new wiring and plumbing and adding insulation to meet current Energy Star codes including new windows. In order to get the proper insulation in the roof, we will likely tear off the existing roof and raise the second story walls to the full eight feet and rebuild the roof designed for the R-value consistent with Habitat homes. In addition, we will re-side the home with siding in accordance to that planned for the development. Generally, Habitat does not build garages and Mr. Steinberg is willing to negotiate about this but if, in the end, he wishes for us to build a garage to remain consistent with the development, we will do that.

Please see the attached proposed Sources and Uses spreadsheet to outline the anticipated costs and revenues. This is only the second home we will have rehabilitated so our history of numbers is limited and, of course, in this construction world there needs to always be room for the unknowns that we may run into.

Habitat for Humanity North Central Massachusetts, Inc, is requesting a \$50,000 grant from ADHC to help offset the costs of this project. In return for this grant, HFHNCM will provide a newly rehabilitated home in the Town of Acton that will be part of the Housing Subsidy Inventory. In addition, we believe that we bring to the communities in which we work an opportunity for developing community spirit around a project as well as identifying a stable family who will establish roots in Acton for many years to come.

We look forward to returning to Acton to share our mission of eliminating poverty housing throughout the world by building simple, decent and affordable homes for families in need, starting in our own backyard. Thank you for this opportunity to present our request to you.

In partnership,

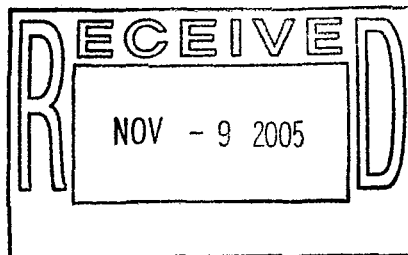
A handwritten signature in black ink, appearing to read 'Maggie', written in a cursive style.

Maggie Monroe-Cassel  
Executive Director

CONSENT 11/14/05

11/14

(14)



**TOWN OF ACTON**  
472 Main Street  
Acton, Massachusetts 01720  
Telephone (978) 264-9636  
Fax (978) 264-9630  
planning@acton-ma.gov

Planning Department

**INTERDEPARTMENTAL COMMUNICATION**

**To:** Don P. Johnson, Town Manager **Date:** November 9, 2005  
**From:** Roland Bartl, AICP, Town Planner *R.B.*  
**Subject:** Robbins Mill Affordable Housing Gift

Attached for acceptance by the Board of Selectmen is a gift from Pulte Homes in the amount of \$400,000 for Affordable Housing in Acton. The gift is made in conformance with the Planning Board's 8/26/02 decision #02-09 for Robbins Mill Estates, section 3.3.2, which states:

**Alternative Affordable Housing Donation:** As an alternative to providing off-site affordable units as set forth above, the Applicant may opt to donate \$400,000 to the Town of Acton in support of all efforts to increase affordable housing stock in Acton. If the Applicant chooses this option, the donation shall be made before the issuance of the 10<sup>th</sup> building permit for new dwelling units on the Site.

I:\planning\dc tm\robbinsmill housing gift.doc

Pulte Homes of New England LLC  
115 Flanders Road Suite 170  
Westborough, MA 01581  
(508) 870-9999  
(508) 870-0408 (Fax)

LETTER OF TRANSMITTAL  
VIA HAND DELIVERY  
DATE: 11/9/05

REFERENCE: Acton, MA  
Robbins Mill Estates

TO: Roland Bartl  
Acton Town Planner  
Acton Planning Department  
472 Main Street  
Acton, MA 01720

WE ARE SENDING YOU:

- ☐ Letters
- ☐ Plans
- ☐ Specs
- ☐ Reports
- ☐ Invoices
- ☐ **Other - Check in the amount of \$400,000 payable to the Town of Acton For Affordable Housing Donation per Special Permit 02-09, Section 3.3.2.**

No.	Copies	Date	Description
1	1		Performance Bond (revised - for your approval)

Comments:

Per your email, please deliver to the Board of Selectmen for acceptance. Thanks.

Copies to:

Reid Blute  
Ted Gowdy  
John Engdahl  
Black Book (Corr. Planning Board)

  
Mark Mastroianni



# TOWN OF ACTON

Vendor Number 74ACT50

Check Number 000100525

Check Date 11/08/05

Invoice	Date	Co	Lot	Lot Address	Opt	Acct Cat	Acct Cat Description	Amount
AFFORDABLE DONATION	11/01/05	2841	00003		00001	10220	Impact/Proffers Fees 1	200,000.00
AFFORDABLE DONATION	11/01/05						2841 Accts Rec - Other	200,000.00
**** TOTAL ****								400,000.00

VERIFY THE AUTHENTICITY OF THIS MULTI-TONE SECURITY DOCUMENT. CHECK BACKGROUND AREA CHANGES COLOR GRADUALLY FROM TOP TO BOTTOM.



Pulte Homes of New England LLC  
205 Hallens Rd., Suite 211  
Warwick, RI 02886

Check Number 0001005253  
Check Date 11/08/05

64-1278  
0811

\*\*\*400,000.00

Pay exactly  
FOUR HUNDRED THOUSAND AND 00/100 DOLLARS

Pay to the order of

Bank of America  
Customer Connection  
Atlanta, Dekalb County, GA

Void After 180 Days

TOWN OF ACTON  
472 MAIN ST.  
ACTON, MA 01720

## Christine Joyce

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**From:** Nancy Tavernier [ntavern@comcast.net]  
**Sent:** Friday, March 16, 2012 9:24 AM  
**To:** Manager Department  
**Cc:** Mike Gowing; Janet Adachi; Christine Joyce  
**Subject:** ACHC agenda item 3/26  
**Attachments:** Acton Meadows Pulte fund request Habitat unit.doc; Initial draft budget for ACHC.xls; ACHC letter of request.doc; Pulte housing gift fund.pdf

Please place on BOS agenda for March 26

Thanks.

Nancy